

Steps to apply for either Equivalency or Constructive Credit

Step 1: Locate "Category" then use "Please Select":

The screenshot shows the CHRTAS login page. The 'Category' dropdown menu is open, showing options: 'Army Civilian', 'Army National Guard', 'Army Reserve', 'Air Force Civilian', 'Air Force National Guard', 'Air Force Reserve', 'Marine Civilian', 'Marine National Guard', 'Marine Reserve', 'Navy Civilian', 'Navy National Guard', 'Navy Reserve', 'Space Force Civilian', 'Space Force National Guard', 'Space Force Reserve', 'U.S. Coast Guard Civilian', 'U.S. Coast Guard National Guard', 'U.S. Coast Guard Reserve', 'U.S. Marine Corps Civilian', 'U.S. Marine Corps National Guard', 'U.S. Marine Corps Reserve', 'U.S. Navy Civilian', 'U.S. Navy National Guard', 'U.S. Navy Reserve', 'U.S. Air Force Civilian', 'U.S. Air Force National Guard', 'U.S. Air Force Reserve', 'U.S. Army Civilian', 'U.S. Army National Guard', 'U.S. Army Reserve', 'U.S. Marine Corps Civilian', 'U.S. Marine Corps National Guard', 'U.S. Marine Corps Reserve', 'U.S. Navy Civilian', 'U.S. Navy National Guard', 'U.S. Navy Reserve', 'U.S. Air Force Civilian', 'U.S. Air Force National Guard', 'U.S. Air Force Reserve'. A red box highlights the 'Category' dropdown and the 'Please Select' text.

Step 3: Choose sign in type the select "GO" for CAC and "Login" for SSN/EIN and DOB.

The screenshot shows the 'Choose Sign In Type' section. The 'CAC' option is selected. A red box highlights the 'GO' button. A red box also highlights the text: 'Attention Local National employees: Use your EIN and Date of Birth, to log into CHRTAS. Do not use your CAC card.'

Step 5: Use "Student" drop-down menu and select "About Course Credit".

The screenshot shows the 'About Course Credit' page. The 'Student' dropdown menu is open, showing options: 'Student', 'Faculty', 'Staff', 'Guest'. The 'About Course Credit' option is selected. A red box highlights the 'About Course Credit' option.

Step 2: Select your category, e.g. Army Civilian.

The screenshot shows the CHRTAS login page. The 'Category' dropdown menu is open, showing options: 'Army Civilian', 'Army National Guard', 'Army Reserve', 'Air Force Civilian', 'Air Force National Guard', 'Air Force Reserve', 'Marine Civilian', 'Marine National Guard', 'Marine Reserve', 'Navy Civilian', 'Navy National Guard', 'Navy Reserve', 'Space Force Civilian', 'Space Force National Guard', 'Space Force Reserve', 'U.S. Coast Guard Civilian', 'U.S. Coast Guard National Guard', 'U.S. Coast Guard Reserve', 'U.S. Marine Corps Civilian', 'U.S. Marine Corps National Guard', 'U.S. Marine Corps Reserve', 'U.S. Navy Civilian', 'U.S. Navy National Guard', 'U.S. Navy Reserve', 'U.S. Air Force Civilian', 'U.S. Air Force National Guard', 'U.S. Air Force Reserve', 'U.S. Army Civilian', 'U.S. Army National Guard', 'U.S. Army Reserve', 'U.S. Marine Corps Civilian', 'U.S. Marine Corps National Guard', 'U.S. Marine Corps Reserve', 'U.S. Navy Civilian', 'U.S. Navy National Guard', 'U.S. Navy Reserve', 'U.S. Air Force Civilian', 'U.S. Air Force National Guard', 'U.S. Air Force Reserve'. A red box highlights the 'Army Civilian' option.

Step 4: Select "Continue".

The screenshot shows the 'Continue' page. The 'Continue' button is highlighted. A red box highlights the 'Continue' button.

Step 6: Please read first to ensure you select the correct choice then select for either "Equivalency" or "Constructive" Credit.

The screenshot shows the 'Equivalency or Constructive Credit' page. The 'Equivalency' option is selected. A red box highlights the 'Equivalency' option.

Click here to [Apply for Course Credit](#)